

Course Registration Request

TO REGISTER ON A BADLEY GEOSCIENCE COURSE PLEASE COMPLETE THE FORM BELOW. IF ANY OF THE INFORMATION REQUESTED IS NOT RELEVANT TO YOUR COMPANY PLEASE INDICATE THIS. PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE YOU WISH TO ATTEND. WHEN YOU HAVE COMPLETED THE FORM FAX TO +44 1790 753527 OR E-MAIL IT TO diana@badleys.co.uk

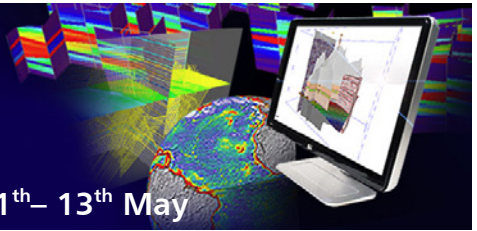
Name of course for which registration is requested:	
Inclusive dates of course:	
Name of the course participant & email address:	
Full company name & address:	
To whom should our invoice be addressed? (contact for administrative correspondence)	
Email address for invoice/administrative contact:	
Course authorized by: (if different from above)	
Will your company issue a formal contract/work order? (delete as appropriate)	YES/NO
Your Company's Contract or Order number:	
Your Company VAT number, for UK & EU countries	
<i>The UK Government requires that we charge Value Added Tax (VAT) on courses held in the UK even for participants who are based overseas. Please could you include your company VAT number if your company is located in the EU</i>	
Our company name for your Contract or Purchase Order	Badley Geoscience Ltd
Date this form returned to Badleys	

Transportation/accommodation and general living expenses are the responsibility of individual course participants and are not included in the course fee.

Payment must be received prior to course commencement.

Cancellation Charges: we appreciate that on occasion a delegate may be unable to attend a course and in this event the following conditions apply:

1. Cancellation must be made a minimum of 15 working days before a course in order to receive a refund (less an administrative charge of 10% of course fee).
2. Cancellations received between 10 and 15 working days before a course will be able to rebook the same course at a later date but will be liable to a 50% surcharge. Cancellations for a rebooked course will not be eligible for a full refund.
3. Cancellations made less than 10 working days before a course commences will not be refunded. All cancellations must be received by Badley Geoscience in writing.



TRAVEL, ACCOMMODATION & GENERAL INFORMATION

REGISTRATION

Please can you or your training/administration department complete the attached course registration form and return it either by email to diana@badleys.co.uk or as a fax to +44 (0)1790 753527. If you wish to attend both courses please can you indicate this on your form(s). (A discount is given for attendance on both courses in the same week.) When we have received your completed form we can then confirm your place on the course.

PAYMENT FOR COURSES

On receipt of your completed registration form an invoice will be sent for the full cost of the course fees & Value Added Tax. (The UK Government requires that we charge VAT on courses held in the UK even for participants who are based overseas.) Our invoice will be sent by email to the contact you provide on the registration form, or directly to the course participant. Details of our payment terms and cancellation conditions are noted on the form. Full payment must be received prior to course commencement. ***Please note that hotel, transportation and subsistence costs are not included in the fee for the courses.***

ACCOMMODATION

Suggested local hotels & B&B's:

The Admiral Rodney Hotel in Horncastle www.admiralrodney.com Tel: +44 (0)1507 523131

The Elm Tree B&B in Hundleby <http://www.elmtree.co.uk/> Tel: +44 (0)1790 753534

(Travel to Horncastle & Hundleby is possible by public transport from Lincoln).

The Petwood Hotel in Woodhall Spa <http://www.petwood.co.uk> Tel: +44 (0)1526 352411

We would suggest that you book your accommodation as soon as possible as the hotels & B&B do get quite busy during the summer months.

TRANSPORTATION –Air Travel & Transportation from the Airport

The best international air travel option is to fly KLM www.klm.com to Humberside Airport from Amsterdam. Humberside Airport is approximately 60km (35 miles) north of our office. There are excellent international flight connections via Amsterdam and we recommend you hire a car at Humberside Airport (Europcar is the provider at Humberside www.europcar.com). Eastern Airways www.easternairways.com operate scheduled flights from Aberdeen. If you do not wish to drive in the UK we can help to arrange taxis from the airport. The cost of taxis from the airport to the hotel is in the region of £50-£60 per journey which is needs to be paid in cash.

If you are unable to travel via Amsterdam/Aberdeen airports, please contact us and we can provide travel details from other UK Airports. Please be aware that our office location in Lincolnshire is a considerable distance from London Heathrow/Gatwick, Manchester & Birmingham international airports and will require several hours of train & taxi travel.

TRANSPORTATION – Rail Transport (1)

The nearest and most suitable main line railway station to our location is at Grantham. There are frequent direct services from London King's Cross to Grantham, journey time is around one hour, fifteen minutes. There are no public transport links between Grantham and our office location. A taxi journey of about one hour is then needed to reach Horncastle.

Cont'd/.....

Training Courses – 2016

Fault Seal Analysis 9th–10th May : T7-TrapTester 11th– 13th May

The cost of a taxi from the Grantham station to the hotel is in the region of £50-£60 per journey which needs to be paid in cash. We recommend that any taxi journeys between Grantham station & our office location are booked well in advance as there is limited availability of taxis at the station. We can help you to arrange taxi transport from Grantham station.

TRANSPORTATION – Rail Transport (2)

There is a railway station in Lincoln but it is probable that you would have to change trains to reach Lincoln. The journey from London King's Cross to Lincoln would take around two and a half hours. There is a public bus service adjacent to Lincoln Station which travels to Horncastle/Hundleby and takes around one hour.

TRANSPORTATION – Daily attendance at the course

If you do not have the use of a car during your visit we can arrange for transport between the Admiral Rodney Hotel & our offices each day.

TAXIS

Badleys offices are in a rural location in Lincolnshire and taxi availability is limited. We do recommend that if you need taxi transport from/to the airport or station that this is booked well in advance of your visit. Please let us know if you would like us to help with taxi arrangements. Additionally, all taxis in this area need to be paid in cash (£ Sterling), they do not accept debit/credit card payments.

COURSE INFORMATION

Both courses start at 09.00 a.m. and you would therefore need to travel to Lincolnshire on the day prior to the course. The Fault Seal Training course does not finish until 17.00 and it is not possible for course attendees to return to our local airport the same day to catch a flight to Amsterdam. The TrapTester course will finish on Friday with sufficient time to catch a flight at 17.00 from Humberside Airport. Both courses do finish with sufficient time to return to Grantham and Lincoln railway stations on the final day of each course.

GENERAL

Please can you bring a calculator with scientific functions; all other course materials are provided. We do provide a sandwich lunch every day.

LOCATION

Badley Geoscience offices are located in North Beck House in Hundleby situated on the southeastern edge of the scenic Lincolnshire Wolds. Hundleby is approximately 240km (150 miles) north of London.

Finally....

Please can you send full details of your flights, travel arrangements & hotel booking to diana@badleys.co.uk who likes to know where everyone is!